

ITEM# _____

PREPARED BY: Kathy K. Johnson

Moved by: _____

APPROVED BY: Kathy K. Johnson

Seconded by: _____

ORDINANCE NO. _____

**AN ORDINANCE AMENDING SHELBY CODE OF ORDINANCES
SECTION 2-56 TO 2-71 TO UPDATE THE SHELBY COUNTY
PURCHASING PROCEDURES. SPONSORED BY
COMMISSIONER DEIDRE MALONE.**

WHEREAS, The Shelby County Board of Commissioners adopted the current Purchasing Policies and Procedures Manual on October 1, 1992 ; and

WHEREAS, There have been significant changes in the Purchasing Policies and Procedures since its adoption; and

WHEREAS, The Purchasing Department created an updated manual to reflect said significant changes, with all other changes being editorial in nature or to provide clarity for all departments of Shelby County Government; and

WHEREAS, The purpose of this Ordinance is to update Shelby County Government's Purchasing Policies and Procedures Manual to reflect all significant changes that have been made since October 1, 1992.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF SHELBY COUNTY, TENNESSEE, That the Shelby County Code of Ordinances, Chapter 2, Article II, Division 2, §§ 2-56-2-71 (1992), attached hereto and incorporated herein as Exhibit "A", and the corresponding changes that have been incorporated into the updated Shelby County Purchasing Procedures, attached hereto and incorporated herein as Exhibit "B" be amended to reflect the following:

1. The names and titles of the Elected Officials and all key personnel have been changed to reflect the current elected officials, staff and positions.
2. The Real Estate function of the Purchasing Organization has been delegated to the Shelby County Trustee and Real Estate departments;
3. The procedures have been revised to reflect the incorporation of the Locally Owned Business Ordinance in the bid evaluation/selection process;
4. The procedures have been revised to reflect the incorporation of the Living Wage Ordinance in the bid evaluation/selection process;
5. The procedures have been revised to reflect the incorporation of the Prevailing Wage Ordinance in the bid evaluation/selection process;
6. The utilization of the electronic bidding process has been incorporated and Mercury Commerce has been identified as the provider of this service;
7. The limit for requesting sealed bids has been raised from \$25,000.00 to \$50,000.00;

- 8. A completely revised Procurement Card Policy and Procedure has been incorporated in the manual;
- 9. The limit for requiring the Mayor’s approval on sole source procurements has been identified as \$25,000.00;
- 10. Contracts over \$100,000.00 require approval of the Shelby County Board of county commissioners;
- 11. Elected Officials will be required to avail themselves of the County’s Purchasing Agent for all purchases.

BE IT FURTHER ORDAINED, That this Board hereby adopts the forementioned changes that have been incorporated into the Shelby County Code of Ordinances, Chapter 2, Article II, Division 2, §§ 2-56-2-71 (1992), attached hereto and incorporated herein as Exhibit “A”, and the updated Shelby County Purchasing Procedures, attached hereto and incorporated herein as Exhibit “B”.

BE IT FURTHER ORDAINED, That the provisions of this Ordinance are hereby severable. If any section, provision, sentence, clause, phrase or part is held to be unlawful, unconstitutional or void, the remaining portions of this Ordinance shall continue in full force and effect.

BE IT FURTHER ORDAINED, That this ordinance shall become effective according to law.

Joyce Avery
Chairman of County Commission

Joe Ford
Interim County Mayor

Date: _____

ATTEST:

Clerk of County Commission

First Reading: _____

Second Reading: _____

Adopted
Third Reading: _____